

**County of Monroe**  
**The Florida Keys**



**BOARD OF COUNTY COMMISSIONERS**

Mayor George Neugent, District 2  
Mayor Pro Tem David Rice, District 4  
Heather Carruthers, District 3  
Danny L. Kolhage, District 1  
Sylvia J. Murphy, District 5

Employee Services  
Human Resources  
The Historic GATO Cigar Factory  
1100 Simonton Street, 2<sup>nd</sup> Floor  
Key West, FL 33040

Posting Date

July 12, 2017

**MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE**

THE POSITION OF **PROJECT MANAGER 2, PROJECT MANAGEMENT, KEY WEST** IS NOW OPEN AT PAY GRADE **114** SALARY **\$49,607.28 - \$76,891.28/40 HPW.**

**(DEPENDING ON QUALIFICATIONS)**

- |  |   |
|--|---|
| • VETERANS PREFERENCE AVAILABLE:                                 | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • SAFETY SENSITIVE POSITION:                                     | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| • GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |

THIS POSITION:

- ☒ IS A CAREER SERVICE STATUS POSITION  
☐ IS NOT A CAREER SERVICE STATUS POSITION

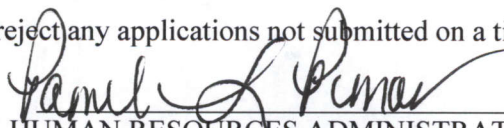
In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

  
HUMAN RESOURCES ADMINISTRATOR

**MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**CAPM037**



# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** PROJECT MANAGER 2

**Reports to:** Director, Project Management or Director, Engineering Services

**Position Grade:** 114

**FLSA Status:** Exempt

**Class Code:** 114-33

### GENERAL DESCRIPTION

Primary function is the administration and coordination of construction projects from inception through completion, including supervision of staff, and inspection of construction projects which include reviewing documents and ensuring compliance with applicable laws and codes. Assists with preparing RFQ's, RFP's and Progress Status reports. Assists Director as the County representative to contractors and design professionals.

### KEY RESPONSIBILITIES

1. \* Supervises all aspects of design and construction on all assigned projects.
2. \* Maintains all project and contract files and correspondence.
3. \* Track project budgets and expenditures to ensure funds are properly allocated.
4. \* Consult with client organizations in County to ensure project definition meets their needs.
5. Supervises Inspectors and departmental administrative staff.
6. Prepares Front End documents of project specifications and implements schedule to track status of all projects.
7. Assists Director with, preparation of estimates, budgets, and value engineering recommendations.
8. \* Generates Change Orders, Addenda, and Request for Qualifications, Requests for Proposals and quotes, as needed..
9. Advises Director of project schedules and status of ongoing projects.
10. \* Prepares applications to various agencies as necessary for permitting requirements and tracks permits through the permitting process.
11. \* Review plans, specifications, submissions and contract documents.
12. \* Inspect construction for conformation with plans, specifications and codes.
13. \* Conduct weekly job site meets for Capital Projects.
14. Responds to "Request for Information" on construction projects.
15. Other duties as assigned.

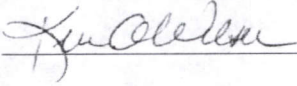
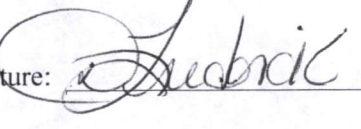
\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.



<b>Position Title:</b> PROJECT MANAGER 2	<b>Class Code:</b> 114-33	<b>Position Grade:</b> 114
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree required. Appropriate experience may be substituted.
<i>Experience:</i>	3 to 5 years minium amount of prior related work experience.
<i>Leadership:</i>	Oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
<i>Complexity:</i>	Perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
<i>Decision Making:</i>	Make decisions that govern activities of others. Decisions impact how the unit provides services and support to internal and external customers.
<i>Relationships:</i>	Provide updates to senior managers, elected officials, or other community groups or organizations. Work regularly with other Directors or senior managers to ensure the provision of efficient and effective services. Part of performance is tied to how well responses to members of the community or internal peers within the organization are handled.
<i>Working Conditions:</i>	Work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others. Intermittently balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, puling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking. Also requires medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<i>On Call Requirements:</i>	May be required to provide disaster assistance during times of emergency in any capacity deemed appropriate.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>Kevin G. Wilson, P.E.</u>	Signature: <u></u>	Date: <u>17 April 2015</u>
<i>County Administrator / Deputy County Administrator:</i>		
Name: <u>Roman Gastesi / Debbie Frederick</u>	Signature: <u></u>	Date: <u>5/13/15</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_